



Dear Potential Vendor:

On behalf of the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy (DOE), it is my pleasure to announce the opportunities available for exhibitors at the Laboratories for the 21st Century (Labs21) 2006 Annual Conference. This year's conference will take place October 17-19, 2006 at the Henry B. Gonzalez Convention Center in San Antonio, Texas. The Technology and Services Fair will run from October 16-18, during which time many opportunities for attendees to visit booths will be available.

We anticipate more than 600 attendees from around the globe at the Labs21 2006 Annual Conference, which makes this an excellent opportunity for you to get your message out to leading industry decision makers! Labs21 is interested in introducing technologies, systems, and services consistent with the objectives of Labs21 that meet the needs of high-performance facilities—such as laboratories and hospitals—so the Labs21 audience of facility managers, engineers, designers, owners, and operators understand the choices available to them for reaching their goals.

We are very excited about this year's exhibit hall in the convention center, and look forward to providing you with an exceptional opportunity to show your products and services to the Labs21 conference attendees. This year's Technology and Services Fair will be open to everyone interested in exhibiting their products and services, however a limited number of exhibit spaces are available. Interested exhibitors should complete the Exhibit Application as soon as possible to reserve your spot at this one-of-a-kind event.

Each exhibitor may order a booth in 10' X 10' sections. The cost for a 10' X 10' booth section is \$2500. This cost includes pipe and drape, one table, two chairs, and a wastebasket for each booth, as well as one complimentary conference registration per exhibiting organization. We will accommodate booth location requests on a first come first served basis. Exhibitors will have several opportunities to show off their exhibits, during breaks, breakfasts, two-hour lunches, and during the Grand Opening Reception, which will all be held in the exhibit hall, giving attendees many opportunities to explore the exhibits. Exhibitors will also be listed in materials distributed at the conference and on the Labs21 Web site.

Set-up will occur on **Monday, October 16th from 12:00-5:00 pm** and will be followed by a Grand Opening Reception in the exhibit hall from **6:00-8:00 pm**. The exhibit hall will be open during specified times throughout the Labs21 conference. Exhibits can be broken down after **5:00 pm on Wednesday, October 18th**.

If you are interested in taking advantage of this opportunity, please fill out the enclosed form and fax it to Eastern Research Group, Inc. (ERG), at (703) 841-1440 by **June 30**. A conference planner will contact you via e-mail to confirm your status and will also mail you an exhibit packet in the coming weeks. Please note that you will be given the chance to select your exhibit location at a later date, but selections will be made based on the order in which the attached application is received by ERG, so get your application in today to guarantee your organization a prime space at this premier event!

Thank you for your interest in exhibiting at the Labs21 2006 Annual Conference. I look forward to seeing you in San Antonio!

Sincerely,

Phil Wirdzek
President, International Institute for Sustainable Laboratories (I²SL)

**LABS21 2006 ANNUAL CONFERENCE
EXHIBIT APPLICATION**

If you are interested in exhibiting at the Labs21 2006 Annual Conference, please complete this form and fax it to ERG at (703) 841-1440. A confirmation and complete exhibitor packet will be sent to you once your reservation has been confirmed. **Forms are due June 30.**

NAME:

ORGANIZATION:

ADDRESS:

PHONE:

FAX:

E-MAIL:

WEB ADDRESS:

Product or Service Description (please give a brief description of the product or service you will display):

Booth Order:

Number of 10' x 10' spaces requested _____ X \$2500 each = \$_____

Payment Type:

- ☐ Visa
- ☐ MasterCard
- ☐ American Express
- ☐ Personal check made payable to "*International Institute for Sustainable Laboratories*" (Please mail the check and registration form to: I²SL, P.O. Box 758, Annandale, VA 22003)

Name on Credit Card: _____

Credit Card Number: _____ Expiration Date: _____

Signature of Cardholder: _____

Pipe and drape, one table, two chairs, and a wastebasket will be provided free of charge to exhibitors. Please note that exhibitors are responsible for the rental costs of any additional furnishings as well as electricity and equipment for their booth. A list of rental fees will be included in the exhibitor packet.

One complimentary conference registration will be included for each exhibiting organization. Additional exhibitor staff must register for the conference and pay the conference registration fee of \$450 for early registration (on or before August 18) and \$550 for late registration (after August 18). Onsite registration will be \$595.

Please contact <labs21@i2sl.org> with any questions.